

DD Form 2790 Checklist

(DD 2790 - Custodian Certificate to Support Claim on Behalf of Minor Children of Deceased Members of the Armed Forces)

This form is used to identify the custodian of an unmarried minor child, incapacitated minor child, or child at least age 18 but under age 22 attending school full time, when a claim for annuity payments is made on behalf of the child.

Additional assistance to complete the DD 2790, including a how-to video, is available on the Retired and Annuitant Pay Forms webpage at www.dfas.mil/retiredmilitary/forms

The DD 2790 should be submitted with a completed DD Form 2656-7 Verification of Survivor Annuity.

Additional assistance to complete the DD 2656-7, including a how-to video, is available on the Start an SBP Annuity webpage at www.dfas.mil/retiredmilitary/survivors/ApplySBP

Quick Tips

1. To avoid delays, make sure your form is:

- ✓ **Signed and dated by the custodian**
- ✓ **Complete, including social security numbers for the deceased member and child(ren)**
- ✓ **Sent with supporting documentation**

Supporting Documents Required

- * Legal Representative Documentation - Only if signed by a court-appointed custodian
- * Physician's statement attesting the date and extent of incapacity of a mentally or physically incapacitated child, if applicable.

Filling out the Form

Box 1: Enter the deceased military member's name

Box 2: Enter the deceased military member's social security number

Box 3: Enter the child(ren)'s information

- a. Full name
- b. Social security number
- c. Date of birth
- d. Relationship to deceased member

Box 4: Enter Custodian's relationship to child(ren) named in Box 3

Box 5: Mark an "X" in the box next to the applicable statement(s), then print Custodian's full name, sign, enter date signed, and enter Custodian's address

- a. Custodian's name (Last, First, Middle Initial)
- b. Custodian's signature
- c. Date signed
- d. Custodian's address

Box 6: Enter any remarks, if applicable

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Submitting Your Claim

Send your completed DD 2790, DD 2656-7 forms and supporting documents to:

Online Upload:

Upload a PDF of your completed/signed forms and supporting documents via the AskDFAS online upload tool on DFAS.mil (this link is case-sensitive):

<https://go.usa.gov/xVutz>

Or mail to:

Defense Finance and Accounting Service
U.S. Military Annuitant Pay
8899 E 56th Street
Indianapolis, IN 46249-1300

Or fax to:

800-982-8459

Reminders

- Is your form signed and dated by the claimant's custodial natural parent, legal representative, guardian, or custodian?
- Is your form complete, including social security number's of the deceased member and child(ren)?
- Did you include supporting documents?
 - ✓ Legal representative documentation, if needed?
 - ✓ Physician's statement, if needed?
- Keep a signed copy of the form for your records.